

Breaking News – Advice on Entry Requirements for Certificate III in Retail

Traineeship and Apprenticeship Services has sought clarification on the entry requirements for the Certificate III in Retail from Service Skills SA. As a result of the advice provided we would like to advise the following;

An employer and potential trainee will need to be aware that, where the qualification nominated on the Training Contract is the Certificate III in Retail, evidence of one of the following will need to be submitted to TAS for assessment:

1) Evidence of successful completion of the Certificate II in Retail

OR

2) Evidence of 1000 hours of employment in the retail industry in a role that requires the application of each of the Core Units of Competence required under the packaging rules for the Certificate II in Retail.

In addition TAS will also accept a letter on letterhead from an RTO stating that an entry interview to determine that the potential trainee has applied the required competencies in a retail environment in a paid or voluntary capacity has been undertaken and has resulted in a determination by the RTO that the potential trainee meets the entry requirements.

Evidence of successful completion of the Certificate II in Retail may be a copy of the qualification issued by the RTO or a letter from the RTO on letterhead advising all units of competence have been completed for the qualification.

To demonstrate a potential trainee meets the second criteria listed above, evidence in the form of a Statutory Declaration signed by the potential trainee and their parent or guardian (if they are under 18), identifying the period (in hours) of employment, the job role undertaken and the employer's details can be submitted using the same process currently used to submit documentation to support an application for credit against the nominal term of a Training Contract.

Currently there are a number of Training Contracts awaiting approval pending the receipt of this advice. The approach to manage the Training Contracts that have been lodged by Friday 3/12/2010 will be;

1. TAS will approve any contracts where the trainee is identified as an existing employee and the details provided are clear that the

employment has been for a period of 6 month or longer or where we are able to confirm the trainee has completed the Certificate II in Retail.

2. TAS will return the Training Contract to the appropriate AAC where there is an indication that the potential trainee is an existing employee but the information does not support the level of experience required or where the training contract identifies the trainee has completed a previous qualification but we are unable to confirm the occupational area for a qualification – this will provide an opportunity to seek additional information.

3. TAS will decline Training Contracts where there is no indication of prior employment with this employer or where a check of prior qualifications issued reveals this is not related to Retail – please note Contracts will not be declined until Friday 10 Dec to allow time for the AAC to contact TAS where they believe the potential trainee is able to meet the entry requirements.

Training Contracts lodged from Monday 6/12/2010 where the Certificate III in Retail is the qualification nominated, must be accompanied by evidence demonstrating that the entry requirements are met.

If you have any questions,

Please contact Traineeship & Apprenticeship Services on 1800 673 097 and ask to speak with a TAM Consultant.